

DOCUMENT RESUME

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CE 004 485

TITLE Communications-Electronics Programs Management Career Ladder: United States Air Force Job Inventory. AFSCs 29630, 29670, and 29690.

INSTITUTION Air Force Personnel and Training Research Center, Lackland AFB, Tex.

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DESCRIPTORS Career Ladders; Communications; *Electronics; *Management; *Military Personnel; *Occupational Information; *Task Analysis

IDENTIFIERS Air Force; *Job Inventories

ABSTRACT

The U.S. Air Force job inventory for the communications-electronics program management career ladder is divided into 13 categories, each of which is broken down into a duty-task list. Space is provided for Air Force personnel filling out the inventory to check whether each task is at present part of their duties. The 13 categories are: organizing and planning office functions; directing and implementing office activities; evaluating office activities; training; performing plans management duties; performing planning portion of program management functions; performing documentation portion of program management functions; performing program communications-electronic support program (PCSP) management; performing implementation portion of program management functions; performing base wire communications program (BWCP) portion of program management functions; performing budgeting functions; performing unit administrative manpower functions; and managing and administering commercial or government furnished communications services. A personnel information questionnaire is also included.

(JR)

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BACKGROUND INFORMATION

DO NOT REMOVE ANY CARDS
FROM THE ENVELOPE UNTIL
YOU ARE READY TO USE
ANSWER CARD A. INSTRUCTION
ARE ON PAGE iv.

GENERAL INSTRUCTIONS

1. Your assistance in completing this inventory is VERY IMPORTANT. Your answers will be used to:
 - a. Write job descriptions of your job.
 - b. Develop training materials.
2. To qualify for this survey:
 - a. You must have a duty AFSC of 29630, 29670, or 29690.
 - b. You must have been working in your present job assignment for at least four weeks.
3. This booklet is in three sections. You must complete all three sections in order.

SECTION I PERSONNEL INFORMATION (answer directly in the booklet)

SECTION II BACKGROUND INFORMATION (answer on card A)

SECTION III TASK INFORMATION

Part I, task checking (check directly in the booklet)

Part II, time rating (time rate on attached cards)

INSTRUCTIONS

SECTION I

PERSONNEL INFORMATION

INSTRUCTIONS

Turn to page iii and answer the personnel information questions. Print or check your answer directly into the booklet using a number 2 pencil.

PERSONNEL INFORMATION				CASE CONTROL NUMBER (1-4)																																																																
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			PRESENT WORK ASSIGNMENT (CARD 2: 36-73) (Position or Job Title)																																																																	

INSTRUCTIONS

SECTION II

BACKGROUND INFORMATION

INSTRUCTIONS

1. Take card A Background Information from your envelope.
2. Read the Background Information questions on pages v through vi.
3. Answer each question on answer card A. Blacken the circle that indicates your choice of answers.

BE SURE YOU HAVE THE RIGHT CARD LINE NUMBER TO ANSWER EACH QUESTION

4. When you have finished answering the Background Information questions, check card A, erase any stray marks and replace the card in the envelope.

BACKGROUND INFORMATION

INDICATE YOUR ANSWERS TO THE BACKGROUND QUESTIONS BY BLACKENING THE APPROPRIATE CIRCLE ON ANSWER CARD A.

1. I FIND MY JOB

- (1) Extremely dull
- (2) Very dull
- (3) Fairly dull
- (4) So-so
- (5) Fairly interesting
- (6) Very interesting
- (7) Extremely interesting

2. MY JOB UTILIZES MY TALENTS AND TRAINING

- (1) Not at all
- (2) Very little
- (3) Fairly well
- (4) Quite well
- (5) Very well
- (6) Excellently
- (7) Perfectly

3. I WAS ASSIGNED TO MY PRESENT CAREER LADDER BY

- (1) Completion of resident technical training course
- (2) Reclassification without completion of resident technical training or on-the-job training (OJT)
- (3) Direct duty assignment (DDA) from basic military training to OJT without bypass test
- (4) DDA from basic military training by bypass test
- (5) Conversion from another AF specialty without training
- (6) Retraining from another AF specialty
- (7) Reenlistment from another branch of service

4. DO YOU PLAN ON LEAVING THE AIR FORCE WITHIN THE NEXT FIVE YEARS?

- (1) Yes
- (2) No

IF YES, GO TO QUESTION 5.

IF NO, GO TO QUESTION 6.

BACKGROUND INFORMATION

5. INDICATE WHICH YEAR YOU PLAN ON LEAVING THE AIR FORCE

(1) 1973 (2) 1974 (3) 1975 (4) 1976 (5) 1977 or later

6. DO YOU PLAN TO REENLIST?

(1) No, I plan to retire
(2) No, I plan to separate without retirement benefits
(3) Uncertain, probably no
(4) Uncertain, probably yes
(5) Yes

7. ARE YOU COMPLETING THIS USAF JOB INVENTORY UNDER THE DIRECT SUPERVISION OF THE CBPO OCCUPATIONAL SURVEY CONTROL OFFICER?

(1) Yes
(2) No

8. ARE YOU COMPLETING THIS JOB INVENTORY AT YOUR HOME OR BARRACKS?

(1) Yes
(2) No

9. ARE YOU COMPLETING THIS JOB INVENTORY AT THE ORGANIZATION AT WHICH YOU WORK?

(1) Yes
(2) No

10. HAVE THE INSTRUCTIONS FOR COMPLETING THIS SURVEY BEEN READ OR EXPLAINED TO YOU?

(1) Yes
(2) No

3

INSTRUCTIONS

11. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS INSIDE THE CONTINENTAL U.S. (ZONE OF THE INTERIOR)?

(1) Yes

(2) No

12. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS OUTSIDE THE CONTINENTAL U.S. (INCLUDING ALASKA AND HAWAII)?

(1) Yes

(2) No

13. HAVE YOU SERVED IN ANY OF THE FOLLOWING DUTIES OR ON ANY OF THE FOLLOWING BOARDS DURING YOUR CURRENT ASSIGNMENT?

(1) Yes

(2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE DUTIES YOU HAVE SERVED IN OR BOARDS YOU HAVE SERVED ON.

14. AF Form 310 monitor

15. Air National Guard advisor

16. Area fire marshall

17. Barracks chief

18. Base frequency manager

19. Building custodian

20. Career counselor

21. CE work order control monitor

22. Complaints NCO

23. Consolidated isolated unit welfare fund custodian

24. Cost reduction monitor

25. Customs inspector

26. Decoration review boards

27. Disaster preparedness NCO

28. Environmental protection committee

INSTRUCTIONS

29. EOT council member
30. Equal opportunity monitor
31. First sergeant
32. Ground safety council
33. Ground safety NCO
34. Historian
35. Human relations monitor
36. Information NCO
37. Member of Battle Staff/Emergency Actions control center
38. NCO advisory counsel
39. NCO/Airman of the month boards
40. Office equipment custodian
41. Reports control monitor
42. Resource advisor
43. Resource conservation monitor
44. Security/Classified destruction officer
45. Security NCO
46. Social actions monitor
47. Top three board
48. Voting NCO
49. OTHERS

(Continued next page)

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INSTRUCTIONS

50. FROM WHICH CAREER AREA WERE YOU RETRAINED INTO 296X0?

BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE CAREER AREA FROM WHICH YOU WERE RETRAINED.

51. 29XXX

52. 30XXX

53. 31XXX

54. 36XXX

55. OTHER

56. HAVE YOU ATTENDED ANY OF THE FOLLOWING COURSES?

(1) Yes

(2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE COURSE OR COURSES YOU HAVE ATTENDED.

57. 3AZR29670 Communications-Electronics Programs
Management

58. 3AZR30470 Communications-Electronics Programs
Management

59. 30ZR3016-3 C-E Staff Officers Programming
Course

60. HAVE YOU ATTENDED ANY OF THE FOLLOWING SCHOOLS?

(1) Yes

(2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE SCHOOL OR SCHOOLS YOU HAVE ATTENDED.

61. NCO Academy

62. NCO Leadership School

63. Senior NCO Academy

INSTRUCTIONS

64. DO YOU WORK IN ANY OF THE FOLLOWING LEVELS OF ASSIGNMENTS?

(1) Yes

(2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO YOUR LEVEL OF ASSIGNMENT.

65. HQ, USAF

66. MAJCOM HQ

67. Numbered AF

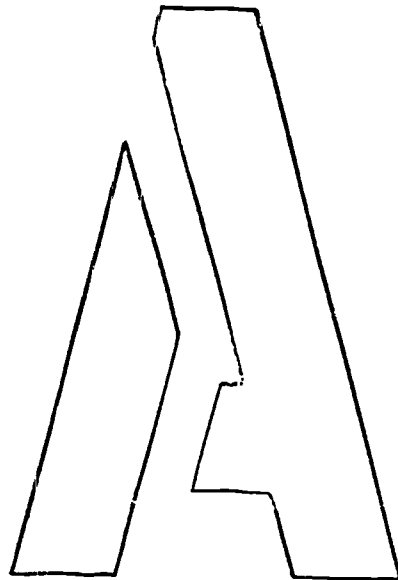
68. Division

69. Area

70. Wing

71. Group

72. Squadron



BACKGROUND INFORMATION

SECTION III

TASK INFORMATION

INSTRUCTIONS

1. Read each task in the booklet. IF YOU DO THE TASK IN YOUR PRESENT JOB, check the space in the right hand column.
2. If a task you do is NOT LISTED anywhere in the entire booklet, write it on the blank page at the end of the booklet. DO NOT ADD TASKS THAT ARE CLASSIFIED

INSTRUCTIONS

TIME RATING TASKS

INSTRUCTIONS

1. Take the white TIME SPENT card and task response cards 1, through 3, from the envelope.
2. The white card has the time scale you are to use for your time ratings.
3. TIME RATE ONLY THE TASKS YOU CHECKED IN YOUR BOOKLET.
4. Cards 1, through 3, are for marking your time ratings.
5. To time rate the tasks you checked in your booklet:
 - a. Go back to the first task you checked.
 - b. Decide the time rating you think the task should have.
 - c. Find the card and card line with that task number.
 - d. Blacken the circle corresponding to your time rating with a number 2 pencil.

BE SURE YOU ARE ON THE CORRECT CARD LINE FOR EACH TASK YOU ARE TIME RATING.

EXAMPLE: Suppose you do tasks 1 and 3*below, you would check them in your booklet and then time rate them on your cards.

Evaluate charts or graphs	1	✓
Exempt personnel from routine duties	2	
Fill supply requisition	3	✓

If you decided you spend a VERY MUCH ABOVE AVERAGE amount of time at task 1 (compared to the other tasks you do) you would blacken circle number 7, on card line 1.

If you DID NOT check task 2 in your booklet, you would leave card line 2 blank.

If you decided you spend an ABOUT AVERAGE amount of time at task 3, you would blacken circle number 4 on card line 3.

1	①	②	③	④	⑤	⑥	●
2	①	②	③	④	⑤	⑥	⑦
3	①	②	③	●	⑤	⑥	⑦

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When you are through time rating the tasks check your cards. Erase any stray marks and put the cards in the envelope.

JOB INVENTORY (DUTY - TASK LIST)		PAGE 1 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
A. ORGANIZING AND PLANNING OFFICE FUNCTIONS			
Assign personnel to duty positions		1	
Assign sponsors for newly assigned personnel		2	
Determine work requirements for office space, personnel, equipment, or supplies		3	
Determine work priorities		4	
Develop Communications-Electronics (C-E) program status charts		5	
Develop emergency personnel recall procedures		6	
Develop organizational charts		7	
Establish or update file systems or records disposition plans		8	
Establish or update organizational policies or operating instructions		9	
Establish performance standards		10	
Establish publications distribution office amounts		11	
Establish work procedures		12	
Plan distribution or maintenance of correspondence, reports, or records		13	
Plan layout of office facilities		14	
Plan or schedule work assignments		15	
Plan safety procedures		16	
Plan security procedures		17	
Prepare job descriptions		18	
Schedule leaves		19	
(Continued next page)			15

JOB INVENTORY (DUTY - TASK LIST)		PAGE 2 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
B. DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES			
Complete personnel action requests	20		
Conduct or participate in staff meetings	21		
Counsel personnel on personal or military related problems	22		
Develop or improve work methods or procedures	23		
Direct maintenance or utilization of office equipment	24		
Establish or maintain publications libraries	25		
Implement cost reduction programs	26		
Implement physical or administrative security procedures	27		
Implement safety procedures or give safety briefings	28		
Implement suggestion programs	29		
Interpret policies, directives, or procedures for subordinates	30		
Maintain status boards graphs or charts	31		
Requisition supplies or equipment	32		
Supervise Administration Personnel (AFS 702X0)	33		
Supervise Apprentice Communications-Electronic Programs Management Technicians (AFSC 29630)	34		
Supervise civilian personnel	35		
Supervise Communications-Electronics Programs Management Technicians (AFSC 29670)	36		
Supervise General Accounting Personnel (AFS 361X1)	37		
Supervise Telephone Equipment Installer Repairmen (AFS 362X4)	38		
Write staff studies, surveys, or special reports	39		
(Continued next page)			16

JOB INVENTORY (DUTY - TASK LIST)		PAGE 3 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
C. EVALUATING OFFICE ACTIVITIES			
Analyze work load requirements	40		
Evaluate administrative forms, files, or procedures	41		
Evaluate and correct host-tenant agreements in support of C-E programs management functions	42		
Evaluate compliance with performance standards	43		
Evaluate individuals for promotion, demotion, or reclassification	44		
Evaluate or answer inspection reports	45		
Evaluate safety or security procedures	46		
Evaluate suggestions	47		
Evaluate maintenance and use of work space, equipment, or supplies	48		
Perform or evaluate self inspections	49		
Select individuals for specialized training	50		
D. TRAINING			
Administer or score tests	51		
Assign resident course instructors	52		
Conduct OJT	53		
Conduct resident course classroom training	54		
Conduct training conferences or briefings	55		
Counsel trainees on training progress	56		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 4 OF 20 PAGES	✓ IF DONE NOW
AFSC			
296X0			
Demonstrate how to locate technical information	57		
Determine OJT training requirements	58		
Determine resident course training requirements	59		
Develop course curricula, plans of instruction (POI), or specialty training standards (STS)	60		
Develop or review career development course (CDC) material	61		
Develop phase tests for evaluating upgrade training progress	62		
Develop proficiency training guides	63		
Develop resident course curriculum materials	64		
Establish or maintain study reference files	65		
Evaluate OJT trainees	66		
Evaluate progress of resident course students	67		
Evaluate training methods, techniques, or programs	68		
TURN CARD OVER			
Implement or direct training programs	69		
Plan, direct, or schedule OJT	70		
Procure training aids, space, or equipment	71		
Verify personnel enrolled in CDCs	72		
Write test questions	73		
Write training reports	74		
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JOB INVENTORY (DUTY - TASK LIST)		PAGE 5 OF 20 PAGES	✓ IF DONE NOW
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E. PERFORMING PLANS MANAGEMENT DUTIES			
Assemble basic plans and annexes into final plans document	75		
Assign serial numbers to unit-prepared plans	76		
Compute and forward recommended plans changes to office of primary responsibility (OPR)	77		
Coordinate and forward originated plans or annexes	78		
Determine effects of plans on host-tenant agreements	79		
Direct staff elements to review plans	80		
Distribute incoming plans or annexes to functional staff elements	81		
Edit annexes prepared within units for compliance to criteria and format	82		
Establish suspenses for changes or review of plans	83		
Examine mission directives for compliance with plans on file	84		
Initiate requests for or arrange base support for mobil communications teams	85		
Inspect plans prepared within units for compliance to criteria and format	86		
Interview staff elements to identify and analyze requirements in support of plans	87		
Maintain plans libraries	88		
Post changes to filed plans	89		
Prepare AFM 23-5, AFCS Mobile Communications Group, requests	90		
Prepare and distribute plans summaries	91		
Prepare annexes for programs management functional elements	92		
Prepare, file, or maintain plans control records	93		
Prepare or review agreements with other activities to provide C-E services	94		
Prepare plans indexes	95		
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Prepare plans tasking two or more unit staff elements or base functional elements	96		
Provide instructions to staff elements on implementation of plans	97		
Review and provide inputs to host-tenant support agreements	98		
Review incoming plans for impact on unit mission	99		
Review or provide inputs to host-tenant agreements	100		
F. PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS			
Accompany engineers during pre-engineering surveys	101		
Act as focal point for requirements needing AFSC engineering or installation assistance	102		
Advise base commanders on replies to site concurrence letters (SCL) or support requirement letters (SRL)	103		
Advise changes of communications-electronic and meteorological board (CEMB) membership	104		
Brief engineers on programs	105		
Compile inputs to test plans	106		
Conduct research validating C-E requirements	107		
Convene program courses of action of meetings to establish integrated milestone schedules	108		
Determine functional responsibilities in preparation of C-E implementation programs (CEIP)	109		
Determine or validate requirements for additional personnel to support new programs	110		
Determine programming actions required to meet C-E requirements	111		
Determine requirements for cryptologic equipment to support programs	112		
Determine requirements for mobile communications support of programs	113		
Establish priorities for C-E installation projects	114		
Finalize drafts of SCLs or SRLs prepared by engineers	115		
Initiate follow-up actions to CEMB action items	116		
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Initiate or process requests for mobile communications support of programming actions	117		
Notify wire telephone maintenance of traffic study requirements	118		
Obtain and review Military Construction Project Data forms (DD Form 1391) from civil engineers (CE)	119		
Participate in joint radar planning groups	120		
Prepare and submit budget estimates for inclusion in operating budgets	121		
Prepare and submit supporting justification for annual congressional apportionment hearings for funds	122		
Prepare and submit telecommunications service requests (TSR)	123		
Prepare CEMB agenda and invitations to participants	124		
Prepare C-E requirements for CEMB approval	125		
Prepare directives outlining composition, responsibilities, and functions of base CEMB	126		
Prepare economic analyses	127		
Provide inputs and justification for required operational capabilities (ROC)	128		
Provide inputs to responsible activities for developing test plans	129		
Provide major air command assistance in resolving plant-in-place record (PIPR) problems	130		
Receive, analyze, or interpret USAF P-series program documents	131		
Record minutes of CEMB meetings	132		
Request pre-engineering assistance for program development	133		
Research documentation for Communications-Electronic Meteorological program aggregation codes (CEMPAC)	134		
Research plant-in-place records (PIPR) for future requirements planning	135		
Research TO 3123-10-1-2 to determine standard facility equipment list (SFEL) requirements	136		
Review 10 year defense communications system plans	137		
Review defense Communications Agency (DCA) management improvement plans (MEP) for USAF support	138		
USE CARD 2 ON THE FOLLOWING TASKS			
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Review digging permits with CE		139	
Review funds expenditure to preclude cost overrun		140	
Review or analyze requirements for C-E services		141	
Review part III of USAF priority designator for precedence rating or designators		142	
Solicit requirements for C-E services for presentation to CEMBs		143	
Submit input to command, communications, and control program for new programs		144	
Submit requests for peripheral equipment		145	
Task subordinate elements to submit program documents supporting DCA improvement plans		146	
Translate operational requirements into programming concepts and methods		147	
G. PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS			
Accomplish staff coordination on program actions or deletions		148	
Assign unit control number to PCSP Minor Change Request forms (AF Forms 524)		149	
Coordinate completed program actions with responsible agencies		150	
Determine staff actions required to process AF Forms 524		151	
Duplicate or distribute AF Forms 524		152	
Incorporate appropriate security guidelines into program documents		153	
Initiate requests for support by BCE for construction support annexes		154	
Maintain unit control registers for C-E programming documents		155	
Monitor completion of supporting staff actions in preparing program documents		156	
Negotiate with personnel of foreign governments for land, bases, facilities, equipment, or personnel		157	
Obtain signatures of CEMB chairmen on AF Forms 524		158	
Obtain staff coordination for CEIPs submitted by subordinate elements		159	
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Participate as a voting member on technical evaluation boards for review of contractors' proposals	160		
Prepare CEIP documents	161		
Prepare certificates of installation, removal or relocation of C-E equipment	162		
Prepare draft manpower annexes to CEIPs	163		
Prepare high value AF Forms 524	164		
Prepare routine AF Forms 524	165		
Prepare staff summary sheets for program documents	166		
Present CEIPs to CEMBs	167		
Process statements of work (SOW) amendments, or changes to AFLC support activities	168		
Provide inputs for preparation or review of SOWs	169		
Receive and compile CEIP annexes	170		
Review and correct CEIPs submitted by subordinate elements	171		
Verify CEIP manpower change requirements duplication	172		
Verify security aspects of program implementation	173		
H. PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT			
Annotate program C-E support programs functions (PCSP) between editions to reflect program changes	174		
Correlate PCSPs with Air Force Equipment Management System (AFEMS) records	175		
Correlate PCSPs with Customer account/customer receipt listings (CA/CRL)	176		
Correlate PCSPs with program documents to insure compatibility	177		
Inventory C-E equipment with supply	178		
Notify program managers of discrepancies and needed corrections in PCSP documentation	179		
Prepare Data Message Forms (DD Form 1392) for transmission of cards	180		
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Prepare Joint Message Forms (DD Form 1731) and send to HQ USAF for PCSP changes	181		
Prepare punch card transcripts to administratively change PCSPs	182		
Proof read PCSP cards	183		
Receive and process PCSP workbooks	184		
Research PCSPs	185		
Send cards on Communications Security (COMSEC) PCSP changes to Air Force Cryptologic depot (AFCD) for review	186		
Task base supply to furnish or verify stock numbers and costs	187		
1. PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS			
Brief commanders and staff on status of C-E programs	188		
Check 80-80 listings against CEMPIM changes	189		
Maintain scheme folders	190		
Obtain data from BCE for allied support construction status reports	191		
Prepare and forward allied supporting structure status reports	192		
Prepare communications-electronics-meteorological program implementation (CEMPIM)	193		
Receive, review, and disseminate program approval notification	194		
Report status of programs to HQ USAF	195		
Review and analyze program implementation progress reports	196		
Review, correct, or make inputs to EIMS reports	197		
Review scheme progress using engineering-installation management system (EIMS) command status reports	198		
Submit as occurs changes to CEMPIMS	199		
Take actions required to assure milestone schedules are met	200		
Take action to insure quality control inspections of installed facilities	201		
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Take action to insure transfer of real property or equipment after installation	202		
Task maintaining agencies with procuring equipment such as radio crystals, test equipment, or bench stock	203		
Task operating agencies with procuring operating supplies	204		
Update CEMPIMS upon scheme completion	205		
J. PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS			
Compile and forward base wire communication program (BWCP) documentation into brochures	206		
TURN CARD OVER			
Compile future BWCP telephone requirements for base agencies	207		
Convene BWCP meetings	208		
Examine progress of military construction and implementation of approved BWCPs	209		
Notify base customers to submit future telephone requirements	210		
Notify BWCP members of impending conferences	211		
Notify communication unit wire telephone maintenance section of traffic study requirements	212		
Prepare and distribute BWCP agenda	213		
Prepare BWCP Requirement Data forms (AF Form 1224)	214		
Prepare BWCP Requirements/Resource Data (Commercial Leased) forms (AF Form 1265)	215		
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Prepare minutes of BWCP meetings	217		
Receive and confirm schedules	218		
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Record minutes of BWCP meetings	219		
Review and coordinate engineers' recommendations on BWCP	220		
Review military construction projects to determine impact on base wire plant	221		
Review new C-E programs to determine impact on base wire plants	222		
Review real property disposal actions to determine BWCP impact	223		
Submit emergency BWCP requirements	224		
Submit minutes of BWCP meetings for review	225		
K. PERFORMING BUDGETING FUNCTIONS			
Attend base budget meetings	226		
Brief C-E staff officers on base budgets	227		
Brief C-E staff officers on leased long line budgets	228		
Brief C-E staff officers on leased communications budgets	229		
Brief unit commanders on AFCS unit budgets	230		
Brief unit commanders on supply and equipment budgets	231		
Calculate actual leased communications costs	232		
Calculate new leased communication requirements	233		
Compile inputs for AFCS unit budgets	234		
Compile inputs for base communications portion of base budgets	235		
Compile inputs for leased long line requirements	236		
Conduct meetings on AFCS unit budgets	237		
Determine funding category for new programs	238		
Draft AFCS unit budgets	239		
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Draft communications portion of budgets	240		
Draft leased communications budgets	241		
Draft leased long line budgets	242		
Evaluate cost center code expenditure reports	243		
Make adjustments to AFCS unit budgets	244		
Make adjustments to communications portion of base budgets	245		
Make adjustments to leased communications budgets	246		
Make adjustments to leased long line budgets	247		
Make adjustments to supply and equipment budgets	248		
Prepare call to host or tenant units for communication portion of base budget estimates	249		
Prepare call to unit staff elements for AFCS unit budget estimates	250		
Prepare call to unit staff elements for leased long line requirements	251		
Prepare call to unit staff elements for supply and equipment requirements	252		
Prepare directives outlining unit staff responsibilities for budget preparation	253		
Prepare requests for unprogrammed requirements	254		
Review and provide comments on government accounting office (GAO/USAF) audit reports	255		
Review copies of TDY orders and post into budgets	256		
Verify or post changes to budgets	257		
Write scheme support costs for BWCP projects into annual budgets	258		
L. PERFORMING UNIT ADMINISTRATIVE MANPOWER FUNCTIONS			
Brief commander or staff on manpower actions	259		
Conduct annual review of authorized civilian positions	260		
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Distribute time cards to work sections or personnel	261		
Edit and evaluate manpower requests prepared by other staff elements	262		
Maintain time cards on civilians	263		
Prepare manpower reports	264		
Prepare or edit organizational position descriptions	265		
Prepare input for and review unit mission regulations	266		
Prepare or submit manpower requests or manpower change requests	267		
Prepare organization and mission pamphlets	268		
Process civilian hiring actions	269		
Process civilian overhire requests	270		
Process civilian personnel position authorization change requests	271		
Provide data to manpower engineering teams (MET)	272		
Review functional statements for mission compliance	273		
Review or correct unit detail listings	274		
Receive or disseminate unit detail listings (VDL) to staff or subordinates	275		
Review organizational or functional charts for standardization or mission compliance	276		
USE CARD 3 ON THE FOLLOWING TASKS			
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Review, update, or supplement joint mission regulations	277		
M. MANAGING AND ADMINISTERING COMMERCIAL OR GOVERNMENT FURNISHED COMMUNICATIONS SERVICES			
Collect reimbursement for improper long distance telephone calls	278		
Conduct annual reviews of leased communications services	279		
Conduct research in procuring leased communications	280		
Evaluate actions on Commercial Services Authorization forms (DD Form 428)	281		
Evaluate commercial lease communications service with communications operation officers	282		
Evaluate commercial lease communications services with local telephone company representatives	283		
Examine communications expenditures allocations	284		
Examine users for class A to class C ratio	285		
Examine verification of toll calls by control officers	286		
Identify makers of long distance calls	287		
Initiate paperwork for payment of commercial reimbursable items	288		
Maintain list of telephone control officers	289		
Maintain Summary of Authorized Equipment and Services forms (AF Form 1076)	290		
Manage CEMB projects in leased communications	291		
Prepare and forward long distance call billing statements for verification	292		
Prepare and submit completion notices of service using Equipment Order forms (AF Form 782)	293		
Prepare and submit reports on leased commercial communications	294		
Prepare and submit Request for Communication Service forms (AF Form 1218)	295		
Prepare Equipment Order forms (AF Form 782) or AF Form 9 for leased maintenance actions on non-tactical radios	296		
Prepare non-tactical priority replacement listings	297		
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	Prepare Public Voucher for Purchases and Services other than Personal forms (SF Form 1034)	298	
	Prepare telecommunications service requests (TSR) and submit to higher headquarters	299	
	Present budgeting items to budget working groups (BWG) on communications requirements	300	
	Present items on leased communications to CEMB	301	
	Process or review Custodian Request Receipt forms (AF Form 6016) for non-tactical radios	302	
	Provide technical advice for the procurement of commercial communications	303	
	Research and prepare Individual Telephone Service Record forms (AF Form 1077)	304	
	Research and process Local Communications Service Order forms (AF Form 1075)	305	
	Research or prepare Local Communications Service Request forms (AF Form 1070)	306	
	Review current lists of installed pay telephones for commission	307	
	Verify services received prior to making payment of leased communications services	308	
	Verify transfer or maintenance of non-tactical radios and process bills	309	
<p>→ GO TO PAGE xii AND FOLLOW INSTRUCTIONS FOR TIME RATING TASKS.</p> <p>WHEN YOU HAVE COMPLETED ALL RATINGS ON CARD 1-3 YOU WILL HAVE COMPLETED THIS USAF JOB INVENTORY.</p> <p>PLACE THE CARDS IN THE ENVELOPE PROVIDED AND TURN THIS BOOKLET IN TO YOUR OCCUPATIONAL SURVEY CONTROL OFFICER.</p>			

